



**MEMORANDUM**

TO: Marc Ott, City Manager  
FROM: Ed Van Eenoo, Budget Officer  
DATE: September 29, 2010  
SUBJECT: Fiscal Memo for Item #22

Item #22 on the September 30, 2010 Council Agenda is to approve a resolution directing the City Manager to work with other area governmental bodies and coordinate a job fair on or before Saturday, November 20, 2010 with the goal of filling as many vacant positions as soon as possible.

The Human Resources Department (HRD) estimates this job fair will require a total of \$6,200. This amount includes expenses for building rental, security, advertising, materials and other general on-site event costs. Funding will be available in HRD's FY 2010-11 Budget for this effort.